

BOARD OF SUPERVISORS

Brown County

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"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

THE WEEK OF JULY 11 - JULY 15, 2011

MONDAY, JULY 11, 2011

*4:30 p.m. Neville Public Museum Governing Board

Third Floor Board Room
Neville Public Museum
210 Museum Place

~~*6:30 p.m.~~ ~~Executive Committee~~ – This meeting has been cancelled

TUESDAY, JULY 12, 2011

(No Meetings)

WEDNESDAY, JULY 13, 2011

(No Meetings)

THURSDAY, JULY 14, 2011

(No Meetings)

FRIDAY, JULY 15, 2011

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

July 11, 2011

4:30 p.m.

Neville Public Museum
Third Floor Board Room

-
- I. Call meeting to order
 - II. Approve/modify agenda
 - III. Review/modify minutes from June 13, 2011 meeting
 - IV. Director's Report
 - a. Update re: ongoing work with Foundation and County
 - b. Update on Internal Operations Review
 - c. Report on 2012 County budget
 - d. Debrief and discussion re: "Community Listening Session," held Tuesday, June 14
 - e. Preparation for "first 100 days" assessment report and proposed five-year planning framework
 - V. Such other matters as are authorized by law
 - VI. Adjournment

Kevin Kuehn, Chair

Next Meeting

To be determined.

Please contact Jean at 448-7840 if you cannot attend this meeting—thank you!



Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



JULY 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4th of July 	5	Public Safety 5:00 pm	Ed & Rec 5:45 pm (Resch Centre)	8	9
10	Executive Committee 6:30 pm Cancelled	 Picnic Time	13	14	15	16
17	18	Veterans Recognition Subcommittee 5:15 pm	Board of Supervisors 7:00 pm	21	22	23
24	Land Con 7 pm Plan Dev & Trans 7:30 pm	26	Human Svc 6:00 pm	Admin 5:30 pm	29	30
31						

AUGUST 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	Public Safety 5:00 pm	Ed & Rec 5:00 pm	5	6
7	Executive Cmte 6:30 p.m.	9	10	11	12	13
14	15	16	Board of Supervisors 7:00 pm	18	19	20
21	Land Con 7 pm Plan Dev & Trans 7:30 pm	23	Human Svc 6:00 pm	Admin 5:30 pm	26	27
28	29	30	31			

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (June 23, 2011)
- Planning Commission Board of Directors (June 1, 2011)

To obtain a copy of Committee minutes:

[http://www.co.brown.wi.us/minutes and agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

June 23, 2011

PRESENT: Libbie Miller, Barbara Robinson, Donajane Brash, Pat Finder-Stone, Marvin Rucker, Tom Diedrick, Keith Pamperin, Steve Daniels, Judy Parrish, Sup. Carole Andrews

EXCUSED: Grace Aanonsen, Lisa Van Donsel, Pat Hickey, Bill Clancy

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers, Tina Whetung

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

INTRODUCTIONS: Introductions were waived.

ADOPTION OF AGENDA: A motion was made by Ms. Parrish and seconded by Ms. Miller to adopt the June 23, 2011 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF May 26, 2011: Ms. Miller moved and Ms. Brasch seconded to approve the minutes of the regular meeting of May 26, 2011. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: Ms. Miller complimented the ADRC Staff who chaperoned the buses to the Brewer Game on Wednesday. She expressed what a great day it was and every staff member that helped was awesome in making sure that everyone's needs were taken care of throughout the day. Ms. Finder-Stone added that she is always impressed with the welcoming response she receives from those who work at the front desk whenever she enters the ADRC.

FINANCIAL REPORT:

- A. **REVIEW OF THE PRELIMINARY MAY 2011 FINANCE REPORT:** Ms. Bowers reviewed the finance report and explained that wages/fringes are under budget due to the delay in hiring (2) I&A positions until mid-year and that translation services will continue to be greater than budgeted due to the increase in need for translation services. Also noted was that food costs for the nutrition program are below budget, and the meal donations are under budget as well.

Ms. Miller moved and Ms. Parrish seconded to approve the May 2011 Finance Report. **MOTION CARRIED.**

- B. **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations received in May.

- C. **REVIEW AND APPROVAL OF 2010 AUDIT:** Ms. Bowers highlighted the audit letter to the Board of Directors which reports that the audit did not reveal any deficiencies in internal control over financial reporting considered to be a material weakness and that the financials are in compliance as required under the *Government Auditing Standards*. As last year, the auditors included in the Summary of Auditors' Results on the Schedule of Findings that a significant deficiency exists due to the completion of audit financials are prepared by Schenck as part of their audit contract. The audit recommendation is for ADRC to continue reviewing audit financial reports prepared by Schenck as the cost to hire additional staff outweighs the cost to contract for the preparation of audit financials.

After discussion of the deficiency the board, by consensus, decided to have the ADRC Executive Board confer with the auditors and County Finance for their expertise on what

steps would be required to what would be needed to have this response removed from the audit.

Mr. Pamperin complimented the ADRC Staff on the audit and Mr. Diedrick noted that the audit indicates that only 15.2% of the dollars coming into the ADRC are actually spent on the operations of the agency demonstrating that more value is placed on providing services than on administration.

Ms. Finder-Stone moved and Ms. Parrish seconded to approve the 2010 Audit. **MOTION CARRIED.**

OPENING OF NUTRITION PROPOSALS FOR 2012-2013: Ms. Archambault officially opened the 2 sealed bids received for the Nutrition RFP for 2012-2013. The Community Treatment Center bid came in at \$3.90 per meal and Konop Food & Catering, Inc. bid was \$3.80. The Program Committee will draft criteria to be used to review the proposals and they will present their recommendation to the Board of Directors at the July meeting. Responses will be written to both bidders after the Board approval.

ORIENTATION – WEB SITES: Ms. Devon Christianson, ADRC Assistant Director, lead an orientation for Board of Directors on the ADRC Website. She opened her power point presentation by explaining that this website is our “face to the community”. After introducing board members to our home page, Ms. Christianson demonstrated how to navigate through each sub-heading on the left side of the page and the information that is readily available on topics such as Add LIFE Center Activities, Caregivers, Home Bound Meals, Money Matters, Services and more. She explained that the website is not meant to replace personal contact but is to be used as a tool for those who are computer savvy to get a head start on becoming linked to reputable sites that have credibility. At the bottom of the homepage consumers also have the ability to contact us by e-mail and we will respond with that personal return phone call.

FAMILY CARE UPDATES: Ms. Archambault reported that Family Care is on hold, the budget is capped and there is no expansion at this time for Brown County or any other counties in the state.

Sup. Andrews, who is on the board of the NEW Family Care District, stated that they have planning grant funds that would be available for the organization to continue until the next state budget. If they could keep these funds, it would allow them to sustain/continue their work to assure this region has adequately prepared for the implementation of Family Care when/if it is expanded. The grant the district has received is scheduled to end at the end of this month and they are waiting to see if the state will allow them to carry over these funds. Local advocacy groups are developing information sheets summarizing the impact of stopping Family Care.

Mr. Diedrick noted that yesterday was the anniversary of the passing of the Olmstead Act which emphasizes that states must provide placement in the least restrictive settings and we must be sure we are in compliance with the Olmstead Act.

DIRECTOR’S REPORT: Ms. Archambault conveyed that on July 6th we will receive our budget packet and levy target and the focus of the July Board Meeting will be the budget.

LEGISLATIVE UPDATE: Ms. Archambault referred board members to the handouts included in the board packet regarding Transportation Dollars and the potential impact transit cuts will have on public health. Federal Law states up to a 2.5 million dollar decrease and the city will reduce their budget by 10%. Board options were to sign the attached petition requesting assistance in adjusting policy regarding the use of federal transportation dollars designated for public transit operation costs or to write a letter to our representatives expressing their concerns regarding these issues.

Ms. Finder-Stone moved and Ms. Miller seconded that the ADRC Board draft a letter with regard to transportation issues. **MOTION CARRIED.**

ANNOUNCEMENTS: The following announcements were made:

- Ms. Finder-Stone distributed a study on Alcohol Abuse in Brown County, *Changing Our Community Culture of Acceptance* done by the Bay Area Community Council. The purpose of the study is to promote awareness of community issues, analyze them and engage the community in providing solutions to long-range problems by making specific, measurable recommendations for action.
- Ms. Archambault noted that Mr. Pamperin and Ms. Finder-Stone are currently serving on the Program & Advocacy Committee and asked if any other board members would like to sit on that committee. Ms. Robinson and Mr. Diedrick volunteered to serve. Ms. Archambault announced that the committee would be meeting soon to discuss the Nutrition RFPs as well as the transportation issues.

NEXT MEETING DATE – JULY 28, 2011: The next ADRC Board of Director's Meeting is scheduled for July 28, 2011 focusing on the budget

ADJOURN: Mr. Pamperin moved to adjourn and Mr. Daniels seconded to adjourn the meeting.

MOTION CARRIED. The meeting adjourned at 10:08 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 1, 2011
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	Pat Kolarik	<u>X</u>
James Botz	<u>X</u>	Ron Kryger	<u>X</u>
William Clancy	<u>X</u>	Jack Lewis	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Patrick Moynihan, Jr.	<u>Exc</u>
Ron DeGrand	<u>X</u>	Ken Pabich	<u>Exc</u>
Bernie Erickson	<u>X</u>	Gary Pahl	<u>X</u>
Mike Fleck	<u>X</u>	Mike Soletski	<u>Exc</u>
Steve Grenier	<u>X</u>	Alan Swatloski	<u>Exc</u>
Mark Handeland	<u>Abs</u>	Mark Tumpach	<u>X</u>
Phil Hilgenberg	<u>X</u>	Jerry Vandersteen	<u>X</u>
Dotty Juengst	<u>X</u>	Tim VandeWettering	<u>X</u>
Tom Katers	<u>X</u>	Dave Wiese	<u>X</u>

OTHERS PRESENT: Chuck Lamine, Lisa Conard, Jared Schmidt, Kathleen Riley, Scott Stein, and Lori Williams.

1. Approval of the minutes of the May 4, 2011, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by G. Pahl, seconded by R. Kryger, to approve the minutes as presented. Motion carried unanimously.

2. Receive and place on file the minutes from the April 28, 2011, meeting of the Chapter 21 Subdivisions Ordinance Revision Subcommittee.

A motion was made by M. Fleck, seconded by B. Erickson, to receive and place on file the minutes. Motion carried unanimously.

3. Introduction of Jack Lewis, appointed by the villages of Denmark, Pulaski, and Wrightstown, to the Brown County Planning Commission Board of Directors.

N. Dantine introduced and welcomed J. Lewis to the Brown County Planning Commission Board of Directors.

4. **Public Hearing:** Sewer service area (SSA) amendment proposing the addition of 51.50 acres of SSA to the existing SSA in the Village of Hobart. (SSA 2011-01 HOB)

C. Lamine opened the public hearing and provided an explanation of the two areas included in this amendment. Area A contains 1.6 acres and it addresses the remnant rear of 20 residential lots. Hobart's last approved SSA amendment required as a condition of approval that the remnant portions of the subject lots be included in their next amendment request. Area B contains 49.9 acres and is located south of CTH EE and west of

Packerland Drive for a proposed mixed use development, similar to Centennial Centre in Hobart.

Jared Schmidt, Robert E. Lee & Associates Inc., stated he was representing the Village of Hobart and was available to answer any questions.

C. Lamine asked three times if anyone else wished to speak. Hearing none, the public hearing was closed.

5. **Public Comment Opportunity:** Notice of opportunity to comment on Minor Amendment #2 to the 2011-2015 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that the amendment to the 2011-2015 Transportation Improvement Program is considered a minor amendment and therefore, guidelines require that an opportunity for public comment be given. L. Conard described the project as follows:

Green Bay Metro and Valley Transit have partnered with the State of Wisconsin to hire a consultant to study the feasibility of implementing a work-related commuter service between Green Bay and Appleton. The study will occur this year, and if the service was found feasible, likely would be provided no earlier than 2012.

L. Conard asked if anyone would like to make a comment.

J. Lewis asked if service to Wrightstown would be included in the study.

L. Conard stated yes. Staff will require the consultant to look at potential stops in the Wrightstown area.

Kathleen Riley stated she lives in Allouez and she commuted to work from Green Bay to Appleton for several years in the early 80s. She encouraged the board to approve the amendment for the study to be done.

L. Conard asked if anyone else wanted to make a comment. Hearing no additional comments, the opportunity for public comment was closed. L. Conard informed the commission that the requirement for an opportunity for public comment has been fulfilled.

6. Discussion and action regarding SSA amendment proposing the addition of 51.50 acres of SSA to the existing SSA in the Village of Hobart. (SSA 2011-01 HOB)

C. Lamine stated that staff recommends approval of the SSA amendment request.

A motion was made by G. Pahl, seconded by R. DeGrand, to approve the SSA amendment proposing the addition of 51.50 acres of SSA to the existing SSA in the Village of Hobart. Motion carried unanimously.

7. Discussion and action regarding Minor Amendment #2 to the 2011-2015 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

N. Dantine asked if we are applying for funding for the study.

L. Conard replied no. Green Bay Metro and Valley Transit are the applicants. The Wisconsin Department of Transportation (WisDOT) has already approved funding for the *Commuter Bus Service Feasibility Study for the Green Bay Metro and Valley Transit*

systems. Green Bay Metro and Valley Transit are in the process of hiring a consultant to conduct the study. WisDOT will allow up to \$60,000 in federal funding for the study. A local match from the transit systems is also required, which is in place. The TIP reflects projects in which federal funding has already been approved or projects in which federal funds will likely be applied for in the future.

B. Erickson asked for clarification regarding the cost for the study.

L. Conard stated that up to \$60,000 in federal funding is available for the study. She stated she used the words "up to" \$60,000 intentionally, as Brown County Planning Commission (BCPC), Green Bay Metro, and Valley Transit staffs believe that the study can and should be done for less.

B. Erickson asked what local funds are in place.

L. Conard answered that the project requires a local match of \$7,500 from both Green Bay Metro and Valley Transit for a total project cost of \$75,000. Each system has included the \$7,500 in its 2011 budget.

B. Erickson asked who approves the study.

L. Conard stated that the consultant will present its findings to both the Green Bay Transit Commission and the Fox Cities Transit Commission. If the consultant determines that the commuter service is not feasible, Metro and Valley Transit staffs will not pursue funding for the service. If the consultant determines that the commuter service is feasible, both the Green Bay and Fox Cities Transit Commissions will consider applying for funds to implement the service. L. Conard noted that funding is not available at this time to provide the service.

B. Erickson said that many transit systems are facing funding decreases and there is a possibility that this area will no longer receive federal funding.

L. Conard agreed and stated that when the Green Bay Urbanized Area is determined to have exceeded the 200,000 population level, Green Bay Metro will no longer be eligible for Federal Section 5307 (operating) funding. Green Bay Metro can expect to lose between \$500,000 and \$2,500,000 in operating assistance. Staff would likely be taking a non-traditional approach to funding should the commuter service be found to be feasible. Staff will likely pursue what is known as JARC (Job Access and Reverse Commute) funding for the service. This is federal program designed to assist communities in providing job-related transportation services.

L. Conard stated that if implemented, it is anticipated that the service would be provided by a private-for-profit transportation company. It is anticipated that an over-the-road coach would be used. The goal would be to make the service very attractive to commuters by offering amenities such as comfortable reclining seats, free Wi-Fi, and allowing coffee on-board.

B. Erickson questioned the profitability of the service.

L. Conard stated virtually all publicly sponsored transportation facilities and services are subsidized. The consultant hired to conduct the study will be required to gauge the level of financial participation of the employers that have expressed interest in the service through various means such a minimum number of guaranteed rides and through anticipated passenger fares.

B. Erickson stated he would like to see the study come back to this board and then to the County Board before it would be implemented.

L. Conard noted that with all due respect, the BCPC Board of Directors does not have approval authority, as it is a Green Bay Metro and Valley Transit project. However, L. Conard offered to provide the BCPC Board of Directors with a presentation regarding the study process, findings, and recommendations.

B. Erickson said he is concerned that if the study looks good to Green Bay Metro, they could approve it.

L. Conard replied that the Green Bay Transit and the Fox Cities Transit Commission, upon favorable recommendation from the consultant, could apply for funding for the service. However, Green Bay Metro and Valley Transit do not have money in place to provide the service at this time.

C. Lamine noted that the action before the board tonight is simply to enable the project to be placed in the TIP to make the study eligible for federal funding. The idea of the study is to first analyze the project to find out if it is even worth pursuing. He assured the board that the project would need to go through the appropriate public participation process required by both Green Bay Metro and Valley Transit if this project was found feasible and would be pursued.

G. Pahl stated that he believes the BCPC Board of Directors should have approval authority.

C. Lamine stated we could bring this board a courtesy report of the findings from the study, as L. Conard had mentioned earlier.

D. Juengst stated that the action before the board tonight is whether or not to incorporate the study into the 2011-2015 TIP, not whether we believe the service is warranted. The applicants have the authority to apply for and implement projects through the TIP, not this board.

C. Lamine stated that is correct. A presentation will be given tonight on the Fox River Cleanup Project and at a previous meeting a presentation was given by the WisDOT on the US 41 project. This board does not have approval authority over these projects but staff felt this is good information the board should have regarding our community.

A motion was made by D. Wiese, seconded by S. Grenier, to approve Minor Amendment #2 to the 2011-2015 TIP for the Green Bay Urbanized Area. Motion carried with B. Erickson abstaining from the vote.

8. Fox River Cleanup Group presentation by Scott Stein.

Scott Stein, Leonard and Finco Public Relations, gave a presentation and showed a video regarding the PCB cleanup of the Fox River. The goal of this project is to reduce the risk to human health and the environment. Dredging, capping, and covering is being performed on a 13 mile stretch of the river. The project is being conducted by the Lower Fox River Remediation LLC. There are two facilities where the material is processed. Trucks transport the processed sediment to the Hickory Meadows Landfill at a rate of 100-120 truckloads per day. A long-term monitoring plan is in place for the project.

B. Erickson asked when the project will be completed.

S. Stein said the original completion date for the project is 2017.

9. Distribution of draft Chapter 21 Land Division and Subdivision Ordinance of the Brown County Code.

C. Lamine distributed copies of the draft ordinance. He stated no action is required on this tonight but this will be on a future agenda for review and approval. After review and approval by this board, the ordinance will be forwarded to the Planning, Development & Transportation Committee and the County Board for review and approval.

10. Director's report.

C. Lamine noted the three letters of commendation in the packets. The first letter is from Lisa Helmuth, Wisconsin Department of Natural Resources (WDNR), thanking P. Schlein for amending the review process for environmentally sensitive area (ESA) amendments. The other two were from Fred Monique, Chamber of Commerce, and Troy Streckenbach, Brown County Executive, recognizing Jeff DuMez for his GIS mapping work for the Ritter Forum relating to service areas for fire chiefs.

D. Juengst asked if we will receive approval from the WDNR for the ESA amendment review process change prior to this board reviewing and approving Chapter 21 Land Division and Subdivision Ordinance.

C. Lamine replied that he will make sure we receive that approval prior to bringing the ordinance forward for action.

11. Brown County Planning Commission staff updates on work activities during the month of May 2011.

D. Juengst asked C. Lamine what organization toured the former Brown County Mental Health Center with him.

C. Lamine replied that it was a non-profit agency. The Brown County Facility & Park Management Department is also evaluating demolition of the building.

M. Tumpach asked what the findings were of C. Runge's field visit to Nicolet Drive.

C. Lamine replied that he would have C. Runge contact him tomorrow with the findings.

A motion was made by S. Grenier, seconded by J. Vandersteen, to receive and place on file the staff updates on work activities. Motion carried unanimously.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

12. Other matters.

None.

13. Adjourn.

A motion was made by G. Pahl, seconded by R. DeGrand, to adjourn. Motion carried unanimously. The meeting adjourned at 7:25 p.m.

:lsw

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
June 1, 2011**

May 2011 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the May meeting of the Brown County Planning Commission Board of Directors.
- Facilitated several Planning and Land Services (PALS) Department managers and Planning staff meetings.
- Worked with leadership training team on capstone project to improve communication systems between the County Board and county staff.
- Coordinated resolution and budget adjustment documents for a \$290,000 Community Development Block Grant-Economic Development (CDBG-ED) grant for Amerex Corporation in the Village of Howard intended to create 22 new full-time jobs.
- Attended the Brown County Board meeting the evening of May 18.
- Attended the meetings of the Executive Committee to discuss the redistricting process on the evenings of May 2 and May 17.
- Met with county staff to review Program Inventory Worksheets for the 2012 budget process.
- Prepared for and presented at the Brown County Facilities Planning Sub-Committee meeting the evening of May 19.
- Provided oversight for the Brown County Supervisory District redistricting effort.
- Prepared state and federal grant files for annual audit and participated in a meeting with the auditors.
- Met with staff from NOAA and Resources for the Future to go over flooding analysis and natural resources data.
- Began putting together projections and figures for the 2012 budget.
- Attended the May 19 meeting of the Green Bay/Brown County Professional Football Stadium District.
- Toured the former Brown County Mental Health Center building with a private non-profit organization that was interested in the building.
- Met with Scott Stein regarding Fox River PCB Remediation project.
- Participated in a Quality of Life Study forum.
- Attended the May Lean Steering Committee meeting.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Facilitated the third meeting of the Allouez Safe Routes to School (SRTS) Task Force. Also prepared the meeting notice and agenda for the Task Force's fourth meeting.
- Conducted morning and afternoon walking and bicycling audits for Doty Elementary School as a part of the Allouez SRTS Plan. Also prepared a PowerPoint presentation of my observations for the SRTS Task Force.
- Developed a design for Safety Town at the request of the Center for Childhood Safety.
- Participated in a Community Sensitive Design (CSD) meeting for the Lombardi Avenue and Oneida Street interchanges at the request of WisDOT.

- Reviewed the Preferred Alternative Technical Memorandum for the US 41 EIS between Memorial Drive and Lineville Road at the request of WisDOT.
- Observed traffic flow at the STH 172/Webster Avenue intersection on a weekday morning to prepare for a meeting with WisDOT about the STH 172 corridor.
- Continued to prepare a draft of Chapter 4 for the Brown County EIS.
- Completed the EIS's Interstate Access Justification Report (IAJR) and sent it to WisDOT for an initial review.
- Performed a field visit of Nicolet Drive between East Shore Drive and UWGB's South Circle Drive to see if pedestrian and bicyclist movements across and along Nicolet Drive can be made easier and safer.
- Developed text for the Brown County Employee Ridesharing Program website and distributed it to members of the 25 x 25 EOC Subcommittee for review and comment.
- Participated in a meeting with representatives of the Wisconsin DNR, US Army Corps of Engineers, and other agencies to discuss the possibility of establishing a wetland mitigation bank in Northeast Wisconsin.
- Prepared a supplement to WisDOT's STH 29 Extension Study that examines the compatibility of planned land uses and amount of developable land in the area.
- Participated in a Green Bay Metro strategic planning session.
- Participated in a meeting of the Green Bay Transit Commission.
- Completed a survey about Metropolitan Planning Organization (MPO) composition and other characteristics at the request of the Association of Metropolitan Planning Organizations (AMPO).

The recent major planning activities of Aaron Schuette, Senior Planner:

- Continued to coordinate the Brown County Supervisory District redistricting effort, including preparing a public hearing notice, resolution, and multiple sets of maps.
- Attended and presented at the May 2 meeting of the Brown County Board Executive Committee to review redistricting options.
- Attended and presented at the May 17 Executive Committee meeting for the county redistricting effort public hearing.
- Attended and presented at the May 18 County Board meeting for the adoption of a resolution for the tentative supervisory district plan.
- Prepared and submitted a reimbursement request for Energy Efficiency Conservation Block Grant (EECBG) funds for energy efficiency projects at the libraries.
- Held EECBG-funded project pre-construction meetings to discuss Davis-Bacon Act and Buy American requirements with pertinent county staff and a contractor for the Ashwaubenon library energy efficiency project.
- Coordinated with U.S. Department of Labor Wage and Hour Division, U.S. Department of Energy, and Brown County staff regarding duties and wage classification of "laborer."
- Prepared state and federal grant files for annual audit.
- Met with AECOM and the new Pulaski Village President regarding the Phase II environmental site assessment and underground storage tank at the Karcz property on May 5.
- Prepared and submitted a reimbursement request to the EPA for Brown County's brownfields assessment grant.
- Worked with WDNR and Commerce staff to determine if any federal funds were used for the Wisconsin Fund to replace private on-site wastewater treatment systems.

- Prepared a scope of services to create a Polka Grounds Park Master Development Plan for the Village of Pulaski.
- Presented the scope of services for the Polka Grounds Park Master Development Plan to the Pulaski Committee of the Whole meeting on May 25.
- Prepared a contract extension for Village of Wrightstown local assistance service through the end of the year.
- Performed a depth to groundwater well check in Suamico on May 18.
- Attended the May 4 meeting of the Brown County Planning Commission Board of Directors to present an update on the Wisconsin Working Lands Initiative.
- Continued working on the Brown County Farmland Preservation Plan.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 11 new certified survey maps (CSMs). Completed review of 10 CSMs.
- Completed review of one preliminary subdivision plat and one final subdivision plat.
- Completed review of two city CSMs.
- Responded to one public Water Quality Letter request.
- Completed two environmentally sensitive area (ESA) amendments.
- Completed one sewer service area (SSA) amendment.
- Developed solutions for ESA and SSA inquiries in the City of De Pere, Village of Denmark, and Village of Hobart.
- Responded to inquiries related to ESAs within a proposed preliminary subdivision in the Village of Denmark. A wetland delineation for the subject area has expired, and existing wetlands may have an impact on the location of proposed new lots.
- Worked on a Village of Hobart SSA amendment that will provide residential sewer service at the north end and southeast end of the village, an area impacting 51.5 acres. The agent representing the village worked extensively with staff to identify available acreage and recent development. The proposal will be presented to the BCPC Board review on June 1, 2011.
- Performed work to update the ESA amendment review process to establish a set of regulations that match multiple county ordinances and NR codes. The amendment was reviewed by the BCPC Board in May 2011. Final approval from the Bureau of Watershed Management has not yet occurred; however, key Bureau staff supported the changes in a letter to staff prior to the amendment being reviewed by the BCPC Board.
- Performed work on a City of De Pere minor ESA amendment related to the establishment of a storm water management pond near Scheuring Road. The amendment did not alter any ESAs, rather the amendment documented that the storm water management system would be properly constructed in an approvable location.
- Submitted near-final draft of the updated Chapter 21 Subdivisions Ordinance to Corporation Counsel for review and formatting. When review and formatting is complete, copies of the draft ordinance will be distributed to the BCPC Board prior to an upcoming meeting for review and action.
- Continued development of 2010 Annual Report for WDNR.
- Utilized an online format for submitting and filing SSA and ESA amendments with the Bureau of Watershed Management. Use of the new system was coordinated with local ESA updates and improves staff efficiency.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.

- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Continued work on the *Draft 2012-2016 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The TIP is a five-year program of highway transit, elderly and disabled, and transportation enhancement projects. Collaborated with new WisDOT staff as to how various projects funded through federal Section 5310, 5316, and 5317 grants should be represented in future TIPs.
- Wrote staff report regarding Wisconsin's Pedestrian and Bicycle Accommodations Law (aka complete streets) and the impact the law will have on projects eligible under the Surface Transportation Program Urban (STP-U).
- Began processing *Amendment #2 to the 2011-2015 Transportation Improvement Program for the Green Bay Urbanized Area*. Prepared amendment and other supporting documentation. The amendment includes funding for a validation study for work-related commuter bus service between Green Bay and Appleton. The State of Wisconsin has determined that a validation study is needed prior to any federal or state funds being awarded to operate the service. The federal Section 5304 federal grant is for \$60,000.
- Reviewed and provided comment on the draft RFP for a feasibility study for commuter service between the Green Bay and Appleton areas. Met with City of Green Bay Purchasing agent, Metro staff, and Valley Transit staff to discuss the draft RFP, schedule, and other issues relating to project.
- As a result of scheduled route changes, finalized a random selection survey supplement that meets the statistical standard of 95 percent confidence and +/- 10 percent precision in an effort to fulfill the FTA's National Transit Database (NTD) reporting requirements. Prepared all of the necessary operations tables. Sampling will begin in June and continue through August, at which time additional route changes are expected and a new supplement will need to be developed.
- Worked with Planner I and MV Transportation, the new paratransit provider, regarding mapping requests.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in one meeting lead by a consultant hired by Green Bay Metro to develop a strategic plan.
- Presented information to the Green Bay Transit Commission meeting on May 18.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Produced a GIS database and process to enable the Highway Department to inventory bridges within the county.
- Updated the tornado siren map to show new sirens and estimated coverage areas in the GIS database and on the county's web mapping site.
- Met with the Town of New Denmark chair to go over addressing listing for the town and compare against the county's address database; updated those addresses as needed on the county's GIS database.
- Continued to assist with the Fox and East River trail emergency marker locations.

- Updated the Public Safety & Communications Department GIS editing procedures to coincide with the upgrade to ArcGIS version 10.
- Met with staff from NOAA and Resources for the Future to go over flooding analysis and GIS data.
- Produced more maps and drive-time analyses for the fire chiefs / Ritter Forum.
- Met with the Treasurer and Register of Deeds to discuss potential vendors for our upcoming plat book.
- Began planning for the "Brown County Land Information Day" to be held in July. This will be a series of workshops to demonstrate and educate users on how to use the information we provide on the county's web site (property search, web GIS mapping, environmental map layers, and real estate records).
- Met with the Town of Ledgeview code enforcement officer to review records and historic aerial photos.
- Began setting up the GIS "Workflow Manager" system to help streamline GIS tasks for users.
- Coordinated correction of two of the digital aerial photos.
- Continued updating GIS data and records.
- Continued to develop the new version of the GIS database (v3).
- Continued to assist the Land Conservation Department with the GIS on the mobile Toughbook computers.
- Produced a custom mailing list for the Town of Ledgeview.
- Produced a custom map for the District Attorney.
- Assisted Land Conservation with producing an analysis of land use and private sanitary systems within the Baird Creek Watershed.
- Provided regular updates to GIS datasets to several municipalities including the Village of Bellevue, Town of Scott, City of Green Bay, Green Bay Metropolitan Sewerage District, City of De Pere, and others.
- Provided GIS data and maps to various customers including Appraisal Consultants, TetraTech, Day Property Management, Robert E. Lee & Associates, Ayres Associates, Mach IV Engineers & Surveying, US Army Corps of Engineers, US Department of Agriculture, Nature Conservancy, UW-Stevens Point, UW-Madison, Oconto County, and others.
- Assisted other people with miscellaneous service and data requests.
- Began putting together projections and figures for the 2012 budget.
- Participated in a meeting with the auditors.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Continued work on redistricting options requested by the Brown County Executive Committee.
- Continued working on the Bus Stop Accessibility Plan. Pictures were taken and included in the plan of local example.
- Continued working on the Town of Lawrence Bicycle and Pedestrian Plan. Finished the remaining sections and held the last Bicycle and Pedestrian Planning Committee meeting.
- Assisted Brown County Library staff with the development of wayfinding signs for various library branch locations.
- Created four maps for the JOSHUA program (coordinated with Kathy Putnam).
- Created Level of Service maps for Southern Bridge EIS.

- Completed sewer service update maps for the Senior Planner.
- Assigned three new addresses for various communities.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended the County Board meeting on May 18.